

APPENDIX 6A
SMALL BURIALS CONTRACTOR
MUNITIONS MANAGEMENT DEVICE, VERSION 1
TEST PERSONNEL JOB TITLES, DUTIES, AND REQUIRED TRAINING

Site Manager

Job Description:

Responsible for supervision of all Team Teledyne (TT) activities during MMD-1 testing at DPG, Utah. Responsibilities include: safety, training, scheduling, testing, regulatory compliance, and customer interface. Other duties include: acts as primary TT focal point for interface with DPG support activities and other government agencies at DPG. Ensures that all personnel are trained and able to safely perform their assigned duties. Provides daily site status reports to the customer and other government agencies. Serves as a member of the hazard analysis working group (HAWG) for off-nominal recovery operations. Establishes and promulgates daily schedule and work routines. Ensures that all data management, handling, site-storage, analysis, and archiving functions are performed effectively and efficiently to support daily report generation and data submittal. Responsible for hazardous waste handling and processing.

Education: BS degree in a technical field.

Experience: 15 years of experience in chemical weapons and hazardous waste operations. Field test operations experience desirable.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Lead Operator

Job Description:

Supervises all MMD-1 operators during MSM, UPA, and MTV operations and training to include reagent preparation. Supports the Test Engineer during MMD-1 processing operations and training and the Environmental Scientist during waste handling operations. Maintains custody of MSM keys. Operates the MMD-1 operations@radio net base station. Maintains custodial documents file and MSM access roster. Assists in waste handling and processing as required.

Education: BS degree or equivalent experience.

Experience: 10 years of experience in chemical weapons and hazardous waste management to include field test operations experience.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, slit-lamp test for mustard agent, and cardiovascular stress test.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Air Monitoring Specialist

Job Description:

Responsible for operation and maintenance of MINICAMS⁷ and Depot Area Air Monitoring System (DAAMS) stations. Responsible for calibration, challenge, and tuning of monitoring equipment. Monitors using Colorimetric tubes when required. Maintains chain-of-custody records for samples and records of monitoring results to include baseline monitoring. Implements overall site monitoring plan. Performs first entry monitoring, when required. Assists in waste handling and processing as required.

Education: Associates degree or equivalent experience with 1 year air monitoring.

Experience: 3 years of experience in hazardous waste operations. MINICAMS⁷ familiarity desired.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Chemist

Job Description:

Supervises the daily operation of the mobile laboratory and its personnel. Performs quality checks and provides daily reports to the site manager. Maintains records of lab personnel training and qualifications; records on all laboratory equipment, preventive maintenance, and calibration, and records of all waste and monitoring analyses and results. Responsible for monitoring concept and execution. Assists in waste handling and processing as required.

Education: BS degree in Chemistry.

Experience: 7 years of experience in laboratory operations to include GC/MS proficiency. Field laboratory experience desirable.

Medical: Satisfactory completion of physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Laboratory Technician

Job Description:

Performs chemical analyses using GC/MS and wet chemistry. Analyzes DAAMS tube, waste streams and liquid and vapor samples from the process trailer as required. Performs QA/QC checks as required. Performs preventive maintenance and calibration checks on lab equipment. Maintains records on maintenance, calibration, and data results of analyses.

Education: Associate's degree in Chemistry or 2 years laboratory experience may be substituted for each year of college.

Experience: 3 years of experience in laboratory operations to include GC/MS instrumentation and operation proficiency. Experienced in proper sample collection and handling techniques.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

MMD-1 Operator

Job Description:

Responsible for all CWM handling in accordance with established SOPs. Performs CWM receipt inspections and storage of CWM items in the MSM. Performs first entry inspections and transfer of CWM from MSM to UPA. Unpacks CWM from over packs, seals leaks, and decontaminates CWM and work area. Moves CWM from UPA to process trailer and loads CWM into MTV. Unloads CWM carcass from MTV and performs size reduction operations in the UPA. Removes hazardous waste from UPA when directed. Assists in hazardous waste handling/processing. Participates in recovery operation during emergency exercises/operations. Collect vapor and liquid samples from the process trailer sample panel as required. Prepares bulk reagent for transfer to reagent tank. Performs MMD-1 operator level maintenance.

Education: Associate's degree or equivalent experience with 10 years in handling chemical weapons.

Experience: 7 years of experience in chemical weapons, hazardous waste operations, and operator level maintenance.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent, and cardiovascular stress test.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Maintenance and Supply Manager

Job Description:

Responsible for maintenance and supply support for the MMD-1 system. Provides maintenance support and prepares calibration documentation. Procures supplies for the MMD-1. Track and schedule all maintenance and calibration for all MMD-1 components. Perform electronic troubleshooting and repair of equipment. Develop and maintain the required spares and repair parts, and consumables inventory during the test. Provide security and operations support as required. Operate the Emergency Personnel Decontamination Station (EPDS) as required. Assists in hazardous waste handling and processing as required.

Education: BA/BS degree. May substitute 2 years of related experience for each year of college.

Experience: 10 years of experience in supply and maintenance operations; chemical weapons and hazardous waste management is desirable. Field operations testing experience desired.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Administrative Assistant

Job Description:

Provides all MMD-1 test team administrative support. Coordinates on-site and off-site travel, rental cars, and housing; procures administrative supplies; arranges for team meals during extended or emergency operations; maintains site access rosters; controls access through the Building 3445 North gate; and maintains key control roster. Prepares the daily report for Site Manager's review and approval upon receipt of daily report inputs from required team members. Supports the Maintenance and Supply Officer as required regarding data entry, tracking, and maintenance of the logistical database. Supports the Test Engineer with data collection, logging, and distribution. Provides site administrative control to include but not limited to: training records, retraining schedule, medical certification records, MMD-1 Technical Data package, emergency recall roster, and local, state, and federal regulations. Operates the Admin/Log radio net base station. Assists in waste handling and processing as required.

Education: 2 years of college.

Experience: 5 years of administrative experience and computer literate.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Environmental Scientist

Job Description:

Ensures compliance with all State, Federal, and DoD environmental rules, regulations, and laws during MMD-1 testing operations. Conducts environmental baseline studies to ensure that the DPG site is ready for operations and for historical reference. Ensures that all hazardous waste is properly marked, handled, manifested and disposed of in accordance with regulatory requirements. Ensures compliance with RCRA Permit. Oversees all hazardous waste handling activities to include satellite and less than 90 day waste storage areas. Verifies mobile laboratory and CWM chain of custody procedures. Performs custodial function for CWM.

Education: BS degree in Environmental Engineering, Biology, Chemistry, Chemical Engineering or related field.

Experience: 10 years of experience in environmental management and hazardous material/waste management.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Test Engineer

Job Description:

Responsible for testing the MMD-1 at DPG in accordance with MMD-1 Detailed Test Plan and SOPs. Monitors/assists the Lead Operator during both Simulated Engineering Test hardware (SETH) and CWM Ahot@ operations. Verifies system performance parameters and safety critical controls prior to operations, and continually monitors them during operations. Performs data reduction and analysis as required to determine probable causes and develops recommended corrective actions for hardware, software, and procedures. Supports emergency response operations and other site activities as required. Assists in waste handling and processing as required.

Education: BS degree in Chemical, Mechanical, or Electrical Engineering.

Experience: 10 years of experience in chemical process control, systems engineering, and operational testing.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Site Safety and Health Officer

Job Description:

Provides overall safety support to the Site Manager. Ensures that all on-site activities are conducted in compliance with applicable health, and safety SOPs and regulatory requirements. Ensures that safety, health, and environmental controls are in place and in accordance with local, state, and federal regulations. Verifies that all personnel are trained in accordance with Team Teledyne, Army, OSHA, Utah, and DPG site and operations requirements. Performs site safety (tailgate safety) briefing daily. Develops and coordinates with appropriate agencies site emergency response plans. Ensures that emergency response SOPs and equipment are in place, adequate, and that personnel are trained in emergency actions. Ensures that hazardous wastes are handled and disposed of safely and in accordance with regulatory requirements. Accomplishes site QA/QC program. Assists site Environmental Scientist with hazardous waste management. Assists in waste handling and processing as required.

Education: BS degree in a technical field; Master's degree desired.

Experience: 10 years of experience in health and safety management and hazardous materials/waste operations.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Data Manager

Job Description:

Responsible for all Technical Data management for the MMD-1 Test at DPG. Responsibilities include: database evaluation and development; verification and validation of all data as related to the Critical Test Issues; test oversight as it is related to data collection, evaluation, reduction, tracking; and distribution both on-site and off-site. Tracks the status of all evaluation items and the data required to answer each issue and status and track the data required to develop the Final Test Summary Report and the Interim Test Reports. Also develops a real-time method for providing accurate data to the Test Engineer and other site personnel during training and testing operations for problem resolution support. Supports the setup of the Site Administration Trailer, and the storage areas where required data will be kept and archived for the test. Assists in waste handling and processing as required.

Education: BS degree in a technical field.

Experience: 5 years of experience in requirements analysis and hardware/system testing and data collection.

Medical: Satisfactory completion of a physical; examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to operate in OSHA Level A PPE.

Data Entry Clerk

Job Description:

Responsibilities include: data entry from hard copy forms into computer database; filing, and general record keeping; typing reports and other correspondence; generating database reports. Assists the Maintenance and Supply Manager as directed with data entry, material requisitions, and maintenance of the supply and maintenance database. Operates fax machine, copiers, and other office equipment. Works under the supervision of the Site Supervisor. Performs other duties as assigned within his/her qualifications.

Education: Associate's degree in Office Administration or related discipline; or 4 years of experience in office administration.

Experience: Computer literate with experience in database, spreadsheet, word-processing, office equipment (FAX, copier, etc.).

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Physical stamina and ability to wear Air-Purifying Respirator (APR) for short periods of time during emergency operations involving hazardous chemicals.

Training Director

MMD-1 Training Director

Job Description:

Provides MMD-1 program level training management support to the MMD-1 Operator Program Manager. Responsible for ensuring that job descriptions match the technical skills required. Responsible for preparation of the program master training schedule and that all training is conducted in accordance with schedule. Ensures that training conducted meets applicable health and safety SOPs and regulatory requirements. Verifies that all personnel are trained to the levels cited in regulatory requirements. Maintains the training records at the home office and at the field site. Responsible for the procurement and scheduling of all contract and GFE training. Ensures that all employees have been trained to meet the latest published regulatory training requirements.

Education: BA/BS Degree.

Experience: Training in hazardous waste management procedures.

Medical: Satisfactory completion of a physical examination for hazardous waste site workers to include drug screen, standard color-blindness test, Acetylcholinesterase baseline, and slit-lamp test for mustard agent.

Physical: Not applicable.